DOCUMENT RESUME

ED 389 837 CE 069 934

TITLE	Agriculture, Levels 1-4. Agriculture & Commercial Horticulture, Levels 1-4. Commercial Horticulture, Levels 1-3. Environmental Conservation, Levels 2-4. National Vocational Qualifications.
INSTITUTION	Business and Technology Education Council, London (England).
PUB DATE	94
NOTE	54p.; This document consists of four separate NVQs grouped together because of closely related subject matter. For other such NVQ "packages," see CE 069 935-942.
AVAILABLE FROM	SPS (BTEC Order Dept.) Airfield Industrial Estate, Warboys, Huntingdon, Cambridgeshire, PE17 2TB, England, United Kingdom (order codes: Z-139-4, Z-141-4, Z-140-4, Z-113-4)
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	*Agricultural Production; *Certification; Competence; Competency Based Education; *Conservation (Environment); *Credentials; Educational Certificates; Employment Qualifications; Environmental Influences; Field Crops; Foreign Countries; *Horticulture; *Job Skills; On the Job Training; Plant Propagation; Postsecondary Education; Standards
IDENTIFIERS	*National Vocational Qualifications (England)

ABSTRACT

Britain's National Vocational Qualifications (NVQs) are work qualifications that measure what an employee or potential employee can do as well as how much he or she knows and understands about a particular job. Used as written proof of usable workplace skills that can be put to profitable use by an employer, NVQs range from basic Level 1, for everyday routine tasks, up to Level 5 professional skills, providing a way to develop skills and build a career ladder that benefits both employer and employee. This packet contains NVQ competency lists for the following jobs: (1) agriculture, levels 1-4 (crop and livestock production and livestock management); (2) agriculture and commercial horticulture, levels 1-4 (mechanized field crop production and crop management); (3) commercial horticulture, levels 1-3 (fruit crop production, intensive crop production, mushroom crop production, and nursery stock production); and (4) environmental conservation, levels 2-4 (landscape and ecosystems). (KC)

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ED 389 837

Agriculture, Levels 1-4
Agriculture & Commercial Horticulture, Levels 1-4
Commercial Horticulture, Levels 1-3
Environmental Conservation Levels 2-4
National Vocational Qualifications

Business and Technology Education Council
London, England

U.S. DEPARTMENT OF EDUCATION
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NVQs

– better qualifications for better jobs

NATIONAL VOCATIONAL QUALIFICATIONS

Agriculture

LEVELS

1-4

3

NVQs – better qualifications for work

NVQs are the work qualifications that employers have always been asking for, because NVQs measure what you can do, as well as how much you know and understand about the job you do.

Practical, work-based qualifications

An NVQ is the ideal qualification for people who intend to work, or already work, in a particular industry, service or business. On-the-job training is more relevant than book-learning, so the ability to run an organisation or repair a motor vehicle is what counts, rather than having GCSEs.

For every industry and business

NVQs are already available for most kinds of work (and the range is constantly being added to, in order to meet new employment needs).

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NVQs
Agriculture
Levels 1–4

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Crop & Livestock Production NVQ Level 1

All of these units

Develop and maintain personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Contribute to implementing a livestock growth and development programme

Provide feed and water

Maintain health

Disposal of waste from livestock production

Maintain services and structures

Transport mechanically

Plus any one of the following 4 units

Contribute to preparing a cropping area and soil

Contribute to maintaining crop growth

Control plant growth

Dispose of waste products

Contribute to providing grazing and water

Maintain fences and land drains

Maintain fences

Maintain land drains and ditches by hand

Crop & Livestock Production NVQ Level 2

All of these units

Develop and maintain personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Implement a livestock growth and development programme

Provide feed and water

Maintain health

Dispose of waste livestock products

Maintain services and structures

Plus any 3 of the following 4 units

Contribute to establishing a crop by mechanical means

Contribute to preparing cropping area and soil

Place plant material

Maintain crop growth

Provide nutrients

Maintain crop health

Control plant growth and development

Dispose of waste products

Harvest crop by machine

Store produce

And any 3 of the following 4 units

Implement a livestock production programme

Prepare product for sale or transfer

Implement a livestock breeding programme

Provide grazing and water

Maintain fences and land drains

Crop & Livestock Production NVQ Level 3

All of these units

Develop and monitor personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Procure resources to maintain supplies

Establish a crop by mechanical means

Prepare cropping area

Place plant material

Maintain required crop growth

Provide nutrients

Maintain health

Control crop growth and development

Disposal of crop waste products

Harvest crop

Store produce and monitor storage

Implement and monitor a livestock growth and development programme

Provide feed and water

Maintain health

Disposal of waste products

Provide grazing and water and monitor provision

Construct and maintain boundaries, drains and temporary buildings

Maintain services and structures

Plus either of the following 2 units

Implement and monitor a livestock production programme

Prepare product for sale or transfer

Implement and monitor a livestock breeding programme

And any one of the following 5 units

Prepare, maintain and monitor a controlled production environment for livestock

Provide feed and water

Maintain health

Disposal of waste products

Milk animals

Shear animals

Comb animals to harvest fibre

Maintain fences and land drains

The following are recommended but are not essential for this NVQ

Maintain services and operations to meet quality standards

Contribute to the planning, monitoring and control of resources

Contribute to the provision of personnel

Contribute to training and development of teams, individuals and self to enhance performance

Create, maintain and enhance productive working relationships

Provide information and advice for action towards meeting organisational objectives

Contribute to the planning, organisation and evaluation of work

Livestock Production NVQ Level 1

All of these units

Develop and maintain personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Contribute to implementing a livestock growth and development programme

Provide feed and water

Maintain health

Disposal of waste from livestock production

Maintain services and structures

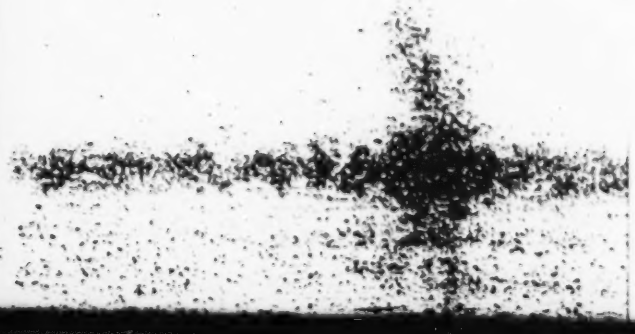
Maintain fences and land drains

Transport mechanically

Plus either of the following 2 units

Contribute to preparing and maintaining a controlled production environment for livestock

Contribute to providing grazing and water



Livestock Production
NVQ Level 2

All of these units

Develop and maintain personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Implement a livestock production programme

Prepare product for sale or transfer

Implement a livestock growth and development programme

Provide feed and water

Maintain health

Dispose of waste livestock products

Maintain services and structures

Maintain fences and land drains

Plus any 2 of the following 3 units

Implement a livestock breeding programme

Prepare and maintain controlled production environment for livestock

Provide grazing and water

Livestock Production NVQ Level 3

All of these units

Develop and monitor personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Procure resources to maintain supplies

Implement and monitor a livestock production programme

Prepare product for sale or transfer

Implement and monitor livestock growth and development programme

Provide feed and water

Maintain health

Disposal of waste products

Construct and maintain boundaries, drains and temporary buildings

Maintain services and structures

Maintain fences and land drains

Plus any 3 of the following 7 units

Monitor and control the grading and packing of products

Implement and monitor a livestock breeding programme

Prepare, maintain and monitor a controlled production environment for livestock

Provide grazing and water and monitor provision

Milk animals

Shear animals

Comb animals to harvest fibre

Livestock Management NVQ Level 4

All of these units

Develop personal effectiveness and organise work

Establish and maintain relationships with colleagues

Set and update work objectives for self and contractors

Plan activities and determine work activities to achieve objectives

Allocate work and evaluate performanceagainst objectives

Develop oneself within the job role

Procure resources to obtain services and supplies

Seek, evaluate and organise information for action

Exchange information to solve problems and make decisions

Market produce

Plan product disposal

Sell produce

Plan a livestock production programme

Plan production targets and activities

Plan the provision of a controlled production environment

Plan disposal of livestock waste products

Plan a grazing programme

Plan a livestock product harvesting programme

Plan construction and maintenance of structures and the maintenance of services and equipment

Plan the construction of boundaries, ditches, drains, and temporary structures

Contribute to planning the provision of farm/horticultural structures and roads

Plan a maintenance programme for equipment, services and structures

Plus either of the following 2 units

Plan a livestock breeding programme

Plan a livestock growth and development programme

Design a feed programme

Design a health maintenance programme

BTEC – builds better qualifications for work

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BTEC itself does not do NVQ training. But it constantly monitors the providers and assessors to ensure that NVQ trainees develop the necessary skills to the standards required by industry.

Your next step

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1st Edition
April 1994
Issued by the Marketing
Services Department
Order code Z-139-4
Price code O (free)

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NVQs

– better qualifications for better jobs

NATIONAL VOCATIONAL QUALIFICATIONS

Agriculture & Commercial Horticulture

LEVELS

1-4

19

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NVQs
Agriculture & Commercial Horticulture
Levels 1–4

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Mechanised Field Crop Production NVQ Level 1

Develop and maintain personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Contribute to preparing a cropping area and soil

Contribute to maintaining crop growth

Control plant growth

Dispose of waste products

Maintain services and structures

Maintain fences and land drains

Transport mechanically

Mechanised Field Crop Production NVQ Level 2

Develop and maintain personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Contribute to establishing a crop by mechanical means

Contribute to preparing cropping area and soil

Place plant material

Maintain crop growth

Provide nutrients

Maintain crop health

Control plant growth and development

Dispose of waste products

Harvest crop by machine

Maintain services and structures

Maintain fences and land drains

Mechanised Field Crop Production NVQ Level 3

Develop and monitor personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Procure resources to maintain supplies

Establish a crop by mechanical means

Prepare cropping area

Place plant material

Maintain required crop growth

Provide nutrients

Maintain health

Control crop growth and development

Disposal of crop waste products

Harvest crop

Store produce and monitor storage

Construct and maintain boundaries, drains and temporary buildings

Maintain services and structures

Maintain fences and land drains

Crop Management
NVQ Level 4

All of these units

Develop personal effectiveness and organise work

Establish and maintain relationships with colleagues

Set and update work objectives for self and contractors

Plan activities and determine work activities to achieve objectives

Allocate work and evaluate performance against objectives

Develop oneself within the job role

Procure resources to obtain services and supplies

Recommend, monitor and control the use of resources

Seek, evaluate and organise information for action

Exchange information to solve problems and make decisions

Market produce

Plan product disposal

Sell produce

Plan a crop production programme

Plan production targets and activities

Plan the provision of a production environment

Select method and plan implementation of crop establishment

Plan product harvesting

Plan the crop growth and development programme

Plan maintenance of soil/substrate moisture status

Plan a nutrient supply programme

Design a health maintenance programme

Plan growth regulation programme

Plan disposal of waste products of crop production

Plan construction and maintenance of structures and the maintenance of services and equipment

Plan the construction of boundaries, ditches, drains, and temporary structures

Contribute to planning the provision of farm/horticultural structures and roads

Plan a maintenance programme for equipment, services and structures

Plus any 2 of the following 3 units

Plan the production of transplants

Plan grading and packing of product

Plan product storage

The following are recommended but are not essential for this NVQ

Maintain and improve services, products and operations

Contribute to the implementation of change in services, products and systems

Contribute to the recruitment and selection of personnel

Develop teams, individuals and self to enhance performance

Create, maintain and enhance working relationships

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NVQs

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NATIONAL VOCATIONAL QUALIFICATIONS

Commercial Horticulture

29

LEVELS

1-3

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NVQs
Commercial Horticulture
Levels 1–3

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Fruit Crop Production
NVQ Level 1

Develop and maintain personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Contribute to establishing a crop by hand

Prepare cropping area

Place plant material

Contribute to maintaining crop growth

Control plant growth

Dispose of waste products

Contribute to providing water and nutrients

Maintain optimum moisture status

Provide nutrients

Contribute to harvesting a crop by hand

Maintain services and structures

Maintain fences and land drains

Transport mechanically

Fruit Crop Production NVQ Level 2

Develop and maintain personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Contribute to establishing a crop by mechanical means

Contribute to preparing cropping area and soil

Place plant material

Establish crop by hand and pedestrian controlled machines

Prepare cropping area

Place plant material

Maintain crop growth

Provide nutrients

Maintain crop health

Control plant growth and development

Dispose of waste products

Provide water

Manually harvest crop product

Maintain services and structures

Maintain fences and land drains

Fruit Crop Production
NVQ Level 3

Develop and monitor personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Procure resources to maintain supplies

Establish a crop by mechanical means

Prepare cropping area

Place plant material

Maintain required crop growth

Provide water

Manually harvest crop

Store produce and monitor storage

Maintain services and structures

Maintain fences and land drains

Intensive Crop Production
NVQ Level 1

Develop and maintain personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Contribute to establishing a crop by hand

Prepare cropping area

Place plant material

Contribute to maintaining crop growth

Control plant growth

Dispose of waste products

Contribute to harvesting a crop by hand

Maintain services and structures

Intensive Crop Production
NVQ Level 2

All of these units

Develop and maintain personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Establish a crop in modules

Mechanically prepare a substrate

Place plant material

Establish crop by hand and pedestrian controlled machines

Prepare cropping area

Place plant material

Maintain crop growth

Provide nutrients

Maintain crop health

Control plant growth and development

Dispose of waste products

Provide water

Manually harvest crop product

Maintain services and structures

Plus either of the following 2 units

Produce transplants by seed and vegetative methods

Control crop environment

Prepare and maintain a protected cropping environment

Intensive Crop Production
NVQ Level 3

All of these units

Develop and monitor personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Procure resources to maintain supplies

Establish crop by hand and pedestrian controlled machines

Maintain required crop growth

Provide nutrients

Maintain health

Control crop growth and development

Disposal of crop waste products

Provide water

Manually harvest crop

Maintain services and structures

Plus either of the following 2 units

Produce transplants of woody perennial plants

Monitor and control crop environment

Prepare and maintain a protected crop environment

Mushroom Crop Production
NVQ Level 1

All of these units

Develop and maintain personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Set out mushroom compost

Contribute to maintaining mushroom crop growth

Control mushroom growth

Dispose of waste product

Contribute to harvesting a crop by hand

Maintain services and structures

Plus any one of the following 3 units

Contribute to establishing a mushroom crop

Prepare a mushroom compost

Place mushroom spawn

Contribute to packing product

Transport mechanically

Mushroom Crop Production NVQ Level 2

All of these units

Develop and maintain personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Set out mushroom compost

Control crop environment

Prepare and maintain a protected cropping environment

Maintain mushroom crop growth

Maintain mushroom crop health

Control mushroom growth and development

Dispose of waste products

Provide water

Manually harvest crop product

Maintain services and structures

Plus any one of the following 3 units

Establish a mushroom crop

Prepare a mushroom compost

Place mushroom spawn

Grade and pack produce

Transport mechanically

Mushroom Crop Production NVQ Level 3

All of these units

Develop and monitor personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Procure resources to maintain supplies

Monitor and control crop environment

Prepare and maintain a protected cropping environment

Maintain and monitor mushroom crop growth

Maintain mushroom crop health

Control mushroom crop growth and development

Disposal of crop waste products

Manually harvest crop

Maintain services and structures

Plus any one of the following 3 units

Establish and monitor the establishment of a mushroom crop

Prepare a mushroom compost

Place mushroom spawn

Grade and pack produce

Transport mechanically

Nursery Stock Production NVQ Level 3

Develop and monitor personal effectiveness

Managing and developing self

Establish and maintain good relationships with other people at work

Operate safely in the workplace

Procure resources to maintain supplies

Monitor and control the establishment of crop in modules

Prepare a substrate by manual or mechanical means

Place plant material

Produce transplants of woody perennial plants

Maintain required crop growth

Provide nutrients

Maintain health

Control crop growth and development

Disposal of crop waste products

Provide water

Manually harvest crop

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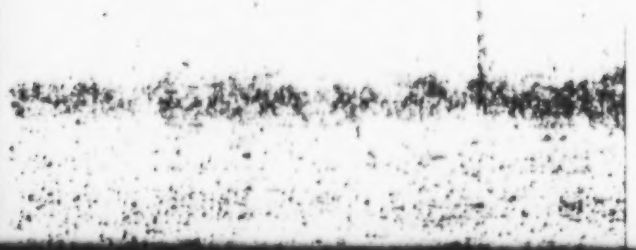

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NVQs

– better qualifications for better jobs

NATIONAL VOCATIONAL QUALIFICATIONS

Environmental Conservation

LEVELS

2-4

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NVQs
Environmental Conservation
Levels 2–4

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Landscape & Ecosystems NVQ Level 2

Maintain and enhance landscapes and habitats

Establish plants

Prune established plants

Control vegetation

Construct, maintain and repair structures and landforms

Contribute to the construction of boundaries

Maintain and repair boundaries

Construct, maintain and repair access routes

Construct, maintain and repair ancillary structures to access routes

Create and maintain landforms

Monitor and survey landscapes and ecosystems

Monitor and report on the condition of landscapes and ecosystems

Collect and record data by implementing surveys

Contribute to the organisation of environmental projects

Prepare for, and monitor, the health and safety of self and others

Transport, store and maintain tools and equipment

Communicate with visitors, community groups and others

Welcome and care for visitors to the site

Prepare and deliver talks

Communicate environmental conservation information to visitors, community groups and others

Work and consult with local community groups and residents

Monitor and report on the provision of information

Plan one's own work and development activities

Agree own work objectives

Organise own activities to achieve work objectives

Make use of opportunities to develop oneself within the job

Establish and maintain working relationships with people

Enhance working relationships with immediate manager

Establish and maintain working relationships with colleagues

Contribute to discussions to solve problems

NVQ Landscape & Ecosystems Level 3

Organise environmental projects

Negotiate specifications for environmental projects

Maintain project activities to meet quality standards

Maintain conditions necessary for productive work

Create and maintain a healthy and safe working environment

Evaluate project activities and report on outcomes

Obtain and evaluate information to develop and monitor environmental plans and programmes

Identify and gather the information required to formulate and monitor plans and programmes

Analyse and interpret information

Report findings of analysis and interpretation to those responsible for developing and monitoring environmental plans and programmes

Communicate and promote policies, plans and programmes

Identify and agree which policies, plans and programmes to communicate and promote

Identify target audience and agree the message and methods which will promote policies, plans and programmes

Communicate and promote the policies, plans and programmes

Evaluate and report on the effectiveness of communicating policies, plans and programmes

Interpret the environment to visitors, community groups and others

Welcome and care for visitors to the site

Prepare walks, talks and tours

Deliver walks, talks and tours

Involve local residents and community groups in site interpretation

Evaluate and report on the effectiveness of environmental interpretation

Monitor and survey the local environment

Develop and maintain criteria and systems for monitoring the local environment

Design non-complex field surveys

Collect and record data by conducting non-complex field surveys

Analyse, evaluate and interpret survey and monitoring data

Report on findings of the survey and monitoring and its evaluation

Plan and contribute to development activities for self and others

Select and adapt work activities which may provide for development and application of learning

Present information to trainees

Demonstrate skills, methods and procedures

Provide feedback to trainees on their achievements

Develop oneself within the job

Evaluate and improve development activities for colleagues and self

Contribute to the provision of personnel

Contribute to the identification of personnel requirements

Contribute to the selection of personnel

Contribute to the planning, organisation and evaluation of work

Contribute to planning work activities and methods to achieve objectives

Organise work and assist in the evaluation of work

Provide feedback on work performance to teams and individuals

Create, maintain and enhance productive working relationships

Create and enhance productive working relationships with colleagues and those for whom one has supervisory responsibility

Enhance productive working relationships with one s immediate manager

Identify and minimise interpersonal conflict

Contribute to the implementation of disciplinary and grievance procedures

Contribute to the planning, obtaining and control of financial resources

Plan for the use of financial resources

Secure financial resources

Monitor and control the use of financial resources

NVQ Landscape & Ecosystems Level 4

Devise and implement environmental plans and programmes

Gather and analyse information required to formulate plans and programmes

Generate, consult on and agree environmental plans and programmes

Implement plans and programmes to meet quality standards

Create and maintain conditions necessary for productive work

Create and maintain a healthy and safe working environment

Evaluate environmental plans and programmes and report on outcomes

Contribute to the development of policies for the organisation

Identify policy issues

Identify, gather, analyse and interpret information to be used in policy formulation

Draft and evaluate policy options

Provide decision makers with information required to agree policy

Plan, obtain and control financial resources

Plan levels of finance to meet operational requirements

Obtain funding to meet planned expenditure

Negotiate and set budget

Control and monitor budget expenditure

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Develop and implement a strategy to communicate and promote policies, plans and programmes

Develop a strategy for communicating policies, plans and programmes

Define target audience and the message and methods which will promote policies, plans and programmes

Communicate information relating to policies, plans and programmes to obtain support

Evaluate and report on the effectiveness of the strategy for communicating policies, plans and programmes

Design, implement and evaluate surveys to monitor the environment

Develop and maintain criteria and systems to monitor the environment

Design field surveys

Collect, record and store data from field surveys

Analyse, evaluate and interpret field survey data

Report on findings of field surveys and their evaluation

Contribute to the recruitment and selection of personnel

Define future personnel requirements

Contribute to the assessment and selection of candidates against team and organisational requirements

Develop teams, individuals and self to enhance performance

Develop and improve teams through planning and activities

Identify, review and improve development activities for individuals

Develop oneself within the job role

Plan, allocate and evaluate work carried out by teams, individuals and self

Set and update work objectives for teams and individuals

Plan activities and determine work methods to achieve objectives

Allocate work and evaluate teams, individuals and self against objectives

Provide feedback to teams and individuals on their performance

Create, maintain and enhance effective working relationships

Establish and maintain the trust and support of one's subordinates

Establish and maintain the trust and support of one's immediate manager

Establish and maintain relationships with colleagues

Identify and minimise interpersonal conflict

Implement disciplinary and grievance procedures

Counsel staff

– builds better qualifications for work

BTEC is the Business & Technology Education Council, an independent body which awards National Vocational Qualifications (NVQs).

BTEC authorises firms or colleges to carry out NVQ training and assessment. It also appoints external verifiers who check that trainees' work meets NVQ standards.

BTEC itself does not do NVQ training. But it constantly monitors the providers and assessors to ensure that NVQ trainees develop the necessary skills to the standards required by industry.

Your next step

Please see your training officer or personnel department, talk to the local careers advisory service, or contact colleges in your area. Your Training and Enterprise Council may also be able to help.

1st Edition
March 1994
Issued by the Marketing
Services Department
Order code Z 113 4
Price code O (free)

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